

REQUEST FOR PROPOSALS (RFP)

Request for professional services in the preparation of the

PY2015-2019 HUD CONSOLIDATED PLAN AND PY2015-2019 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Please respond to both of the following parts. Each Part requires a separate narrative, proposed budget, and evaluation:

PART I: PY2015-2019 HUD CONSOLIDATED PLAN

PART II: PY2015-2019 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

PUBLICATION DATE: October 1, 2014

DUE DATE: October 15, 2014, 12:00 noon

Proposals must be sealed and properly labeled and may be mailed or hand delivered to: Cathy Burden, Mobile County Commission, Eighth Floor of the South Tower of Mobile Government Plaza, 205 Government Street, Mobile, Alabama 36644.

Submittals must be received by the receptionist in the Office of the County Commission Administration, Eighth Floor of the South Tower of Mobile Government Plaza, no later than 12:00 noon Central Standard Time on Wednesday, October 15, 2014.

All proposals shall contain original signatures; facsimile copies will not be accepted. Neither this notice nor the acceptance of any application shall imply a funding obligation to any applicant. The County reserves the sole right to approve or reject any and all applications on such basis as it deems to be in its best interest. The County reserves the right to reject any or all proposals and to waive any irregularities or informalities in the proposal process. For further clarification, please email Cathy Burden at cburden@mobile-county.net. All submittals received will be date and time stamped. Proposals received after the due date/time will not be considered.

A complete copy of the RFP is available online at www.mobilecountyal.gov under Grants Dept., HUD Entitlement Funds or by email request to cburden@mobile-county.net.

Spanish translation and/or clarification will be provided upon request. Please email cburden@mobile-county.net. La traducción y/o la clarificación Española serán dados si hay solicitud. Email por favor cburden@mobile-county.net.

The Mobile County Commission does not discriminate on the basis of race, age, sex, national origin, religion or disabilities and is an equal opportunity employer.

October 1, 2014

RE: Consolidated Plan and Analysis of Impediments to Fair Housing Choice
Request for Consultant Service Proposals

Proposing Entities,

The County of Mobile, Alabama is a grantee eligible to receive assistance under the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, and Emergency Solutions Grants Program (ESG). The entitlement jurisdiction consists of all of the unincorporated portions of Mobile County and nine small incorporated municipalities. Funds for these programs must be spent inside the Mobile County Urban County Consortium jurisdiction for program participants who meet applicable eligibility criteria and for eligible activities as outlined by program regulations. Last year the County received approximately \$1.5 million in CDBG funds, approximately \$500,000 in HOME funds, and approximately \$130,000 in ESG funds.

The Consolidated Plan is a document that is submitted to HUD that serves as the planning document (comprehensive housing affordability strategy and community development plan) of the County and as an application for funding under the referenced programs which is prepared in accordance with the requirements of 24 CFR Part 91.

The Consolidated Plan combines the planning and application requirements of certain Federal statutes and includes a Needs Assessment and Market Analysis outlining levels of relative need in the areas of affordable housing, homelessness, special needs, and community development. The Consultant will be expected to gather the information through a number of methods, including consultation with local agencies and elected public officials, public outreach, public meetings, public hearings, community survey, a review of demographic and economic data sets, any additional specific actions required by HUD, and a housing market analysis. The Needs Assessment portion forms the basis of the Strategic Plan that will detail how the County will address needs. The Consolidated Plan must meet all requirements of the Federal regulations and must follow the HUD guidance for the eCon Planning Suite. This is a firm deadline project, which will commence immediately after award/execution.

Additionally, as a part of the Consolidated Plan, the County certifies annually that it will affirmatively further fair housing, which means it will conduct an Analysis of Impediments (AI) to Fair Housing Choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

The County is seeking consultant service proposals to coordinate the preparation of both documents in accordance with HUD regulations and guidelines and any future regulations and guidelines that may be promulgated by HUD for these plans. The documents must cover the five-year period from June 1, 2015 through May 31, 2020 and must be submitted to meet the firm deadlines as established in this RFP.

The Consultant will be responsible for developing and preparing the Consolidated Plan and preparing the Year One Action Plan in draft form as well as final form and submitting the final form electronically to HUD in the eCon Planning Suite after County review and authorization. The Consultant will be responsible for making any revisions required by HUD after submission. Consultant will be responsible for troubleshooting with HUD relative to using the IDIS/eCon Planning Suite software. The Consultant will be responsible for preparing maps, tables, charts, illustrations, and photographs to include in the Plans. The Consultant will provide internal copies of plan sections for review and comment before public draft of the plans is finalized. The draft ConPlan must be in a Word Document that is easily readable by the public. It is our understanding that the eCon Planning Suite version, while meeting the HUD submission requirements, may not be the best document to display or print for public review.

The Consultant will be responsible for developing and preparing the AI in draft form as well as final form following all HUD requirements. The Consultant will submit the final form to the County for submission to HUD.

The Consultant must have draft ConPlan/Action Plan/AI documents for public comment completed by March 6, 2015, and the final documents for approval by the County Commission no later than April 8, 2015. The final documents are due at HUD by April 15th. The draft documents for public comment and the final versions submitted to HUD shall also be translated into Spanish.

The Consultant is responsible for submitting to the County in electronic/digital copies (Spanish and English versions) as well as 1 Spanish and 6 English bound hard copies each of the final Consolidated Plan, Annual Action Plan, and Analysis of Impediments and one (1) unbound and reproducible master hard copy of each final document (Spanish and English), including maps and graphics, no later than April 14, 2015. The Consultant is responsible for finalizing the Consolidated Plan and Annual Action Plan for electronic submission to HUD by the April 15 deadline.

It is expected that the Consultant will be available to work on site, as needed. The County currently has limited staff available to support the Consultant and will rely on the personnel, experience and expertise of the Consultant to ensure completion of the work.

All deliverables become the property of the County. The Consultant will provide a resource binder to include, at minimum, a list of data sources, copy of data collected, consultations, records, and any other supporting documentation used to develop the 5-Year Consolidated Plan and Analysis of Impediments. The Consultant will assist staff in responding to HUD questions or issues throughout the HUD approval process.

Minority and women owned businesses are encouraged to apply.

CONSULTANT SERVICES PROPOSAL APPLICATION PROCEDURE

This request for consultant service proposals contains two separate program components: Part I. PY2015-2019 HUD Consolidated Plan and Part II. PY2015-2019 Analysis of Impediments to Fair Housing Choice (AI). The entity should apply for both components. Award will be made to the responsible applicant organization whose proposal is most advantageous to the program, with price and other factors considered. All proposals will be evaluated in accordance with the evaluation criteria shown below.

Please address each of the following components and provide the documentation requested. Any proposal submitted without all of the information requested below will be considered non-responsive.

- A. Executive Summary should contain a description of your proposal in as much detail as possible.
- B. Fixed Price Budget & Completion Schedule. Please include a fixed price or fee for the production of the requested documents. The proposal should separate the costs for each ConPlan, Action Plan, and AI. Also include a proposed completion schedule and timeline assuming an immediate start date. Contract payments will be made in accordance with a completion schedule based upon completion of document elements.
- C. Identify all personnel that will be assigned to work on the project. Provide resume of experience of the development team.
- D. Provide a list of at least 3 public agencies, including the contact person's name and a phone number, for which similar or relevant work products have been completed and ultimately approved by HUD within the last 4 years.
- E. Provide a sample copy of your past work for Consolidated Plan and AI.
- F. Out of state corporations shall furnish a certificate of authority to transact business in the State of Alabama. Out of state limited liability companies shall provide proof of registration to transact business in this state.
- G. Provide proof of enrollment in E-Verify and SAM.gov.
- H. Complete *Evaluation Criteria Questions* following the program components.

NOTE: This list may not be all inclusive. Additional documentation may be required upon request by the County.

PROPOSAL AND SUBMISSION REQUIREMENTS

Responses to this Request for Proposals (RFP) shall be submitted in a sealed envelope containing one (1) original and two (2) copies. The envelope must be addressed and plainly marked on the outside as follows:

PROPOSAL: CONSULTANT SERVICES

Cathy Burden, Grants Administrator
Mobile County Commission
Eighth Floor of the South Tower of Mobile Government Plaza
205 Government Street
Mobile, Alabama 36644

Submittals must be received by the receptionist in the Office of the Mobile County Commission Administration, Eighth Floor of the South Tower of Mobile Government Plaza, no later than 12:00 noon Central Standard Time on Wednesday, October 15, 2014. Proposals submitted after the time and date specified will not be considered. Proposals received by fax or e-mail transmission will **NOT** be accepted.

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the responder's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. If a responder so wishes, the proposal may be accompanied with brochures, promotional materials, or displays properly identified.

All requests for further information must be in writing and emailed to Cathy Burden at cburden@mobile-county.net. Any answers and interpretations and any changes that are in response to substantive questions regarding the proposal shall be issued in the form of addenda and will be posted on the County website.

The Consultant agrees to abide by Conflict of Interest that to the extent that such law is applicable to the duties to perform hereunder, it will comply with the provisions of all laws and regulations concerning conflict of interest.

OTHER CONSIDERATIONS

1. All materials submitted in response to this RFP become the property of the County and will be returned only at the option of the County. The County reserves the right to use any or all ideas presented in any response to the RFP, and selection or rejection of the proposal does not affect this right.
2. After the initial review of proposals, the County may invite representatives of firms responding to this RFP to discuss the proposal with key personnel who would be engaged in the provision of services. Such interviews will be conducted for fact finding and explanation purposes and will not include negotiation. The County will not be liable for expenses incurred for any such interview.

3. The County will conduct contract negotiations with the firm whose proposal is deemed most responsive to the County's needs. Until the County acts formally to approve a contract, and until such contract is signed by both parties, the County is legally obligated in no respect.
4. The successful responder must maintain all licenses, permits, and other authorizations necessary to provide the needed services as required by federal, state, or local laws.
5. The successful responder will be required to indemnify, defend and hold the County, its officers and employees harmless from and against all losses, claims, suits or judgments, including payment of attorneys' fees and costs, incurred or asserted against the County as a result of or arising from the firm's negligent acts or omissions. This provision of a contract resulting from this RFP will survive the expiration or termination of the contract.

PART I: PY2015-2019 HUD CONSOLIDATED PLAN:

The County is presently following a five (5) year consolidated plan that has been approved by the U.S. Department of Housing and Urban Development (HUD) for the period June 1, 2010 thru May 31, 2015. This document consolidates the planning and submission process for HUD Community Planning and Development (CPD) formula programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grants (ESG) programs. Copies of the plan and plan amendments are available for inspection on the County's website at www.mobilecountyal.gov on the Grant Department webpage under HUD Entitlement Funds.

The consolidated plan includes six required components: (a) housing and homeless needs assessment, (b) housing market analysis, (c) strategies and priority needs and objectives, (d) action plan, (e) certifications, and (f) monitoring. The action plan and certification portions of the document must be submitted annually to HUD for approval. The Consolidated Plan contains a single five (5) year plan that brings needs and resources together in a coordinated housing and community development strategy. The five (5) year housing and community development strategic plan also outlines the strategy to be followed and the actions to be taken to address imbalances between the County's housing and community development needs and its identified resources.

The complete consolidated plan regulation is available at 24 CFR Part 91 and is posted on the HUD website at www.hud.gov/offices/cpd/about/conplan/index.cfm along with guidelines and other information regarding HUD's Consolidated Planning process. You will also find the Consolidated Plan Review Checklist which the County will require as a mandatory part of the completed Consolidated Plan document.

PART II: PY2015-2019 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Sections 104(b) (2) and 106(d) (5) of the Housing and Community Development Act of 1974, as amended, specifically requires Community Development Block Grant (CDBG) Program grantees to certify that they will affirmatively further fair housing. Congress reiterated this affirmative obligation in Section 105(b) (13) of the National Affordable Housing Act of 1990 (NAHA).

As a part of the Consolidated Plan, the County certifies annually that it will affirmatively further fair housing, which means it will conduct an Analysis of Impediments (AI) to Fair Housing Choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

The scope of the AI is broad. It covers the full array of public and private policies, practices and procedures affecting housing choice. In summary, the AI; i) Serves as the substantive logical basis for fair housing policy; ii) Provides essential and detailed information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates; and iii) Assists in building public support for fair housing efforts both within a State or Entitlement jurisdictions/ boundaries and beyond.

A Fair Housing Planning Guide detailing the information needed for conducting an AI is available on the HUD website at www.hud.gov/offices/fheo/promotingfh.cfm.

EVALUATION FACTORS:

The preliminary funding award resulting from this part of the Request for Proposals shall be determined by analysis of, but not necessarily limited to, the factors shown below. Points will be designated for each factor with a maximum score of 100 points.

Briefly respond to each of the following *Evaluation Criteria Questions* (maximum of 250 words per item):

- A. Applicant Organization has previously prepared a HUD Five Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice for another HUD Entitlement Jurisdiction using the eCon Planning Suite.

___ Zero or 25 points

- B. Applicant Organization has a minimum of 5 years demonstrated experience in the development and preparation of HUD Five Year Consolidated Plans and Analysis of Impediments to Fair Housing Choice for States or other Entitlement Jurisdictions.

___ Up to 25 points

- C. Applicant Organization is available to start work immediately and proposes to complete the document in accordance with a time efficient schedule to meet strict deadlines.

___ Up to 25 points

- D. Minority or women owned business.

___ Zero or 5 points

- E. Section 3 Certified Businesses or Organization.

___ Zero or 5 Points

- F. Applicant Organization submitted the most cost effective proposal.

___ Up to 15 Points